



EXAM INFORMATION YEAR 13 2025-2026

GENERAL INFORMATION

- You must be in full school uniform and properly dressed.
- You will be provided with a personalised timetable on Pupil Portal. Please check it carefully and notify any errors to Mrs Strong **as quickly as possible**.
- Organise how you are going to get home if you have an exam which finishes after 3:35 pm.
- Invigilators are there to help – if you need extra paper/need clarification/feel unwell put up your hand.
- The Mock exams will be conducted exactly as the summer exams, which will allow you to become accustomed to external exam rules, and regulations, which we all have to follow.
- These rules are set by the Joint Council for Qualification (JCQ), who administer external examinations, and are displayed outside of the exam venues throughout the whole of the external exam sessions.
- The JCQ Information for Candidates poster and a copy of the JCQ rules are also published on the website under School Life – Exams – Exam Information. **Please read them all carefully.**

PUNCTUALITY

- **SESSION 1** - All morning exams **start by 09:00**, (unless you have been told otherwise).
- Candidates must be outside the correct venue **before 8.45 am**.
- **SESSION 3** - All afternoon exams **start by 1:00pm**, (unless you have been told otherwise).
- Candidates must be outside the correct venue **by 12:45 pm**.
- When staff arrive to call candidates into the exam room everybody **must** be silent. Disobeying this instruction can cause delays and mistakes.
- Candidates are reminded that disobeying the instructions of invigilators can result in sanctions being applied.
- **It is vital you are fully familiar with the dates and times of your exams.**
- Arriving late for an exam is discourteous to the exam invigilators and causes problems at the start of the exam which is disruptive to the other candidates taking the exam.
- If you know you are going to be late for any reason eg the bus is delayed, you should telephone the School Office immediately on 01296 484545.
- **Ensure all relevant contact numbers or details we have for you are up to date.**

SEATING ARRANGEMENTS

- Candidates are usually seated in candidate number order.
- Your exam number can be found on your timetable. Please memorise this as you will keep this number until you leave the school.
- Once inside the room you are subject to Examination Regulations.
- Each desk will have a card with the name and number of the candidate. **YOU MUST FIND YOUR SEAT IN SILENCE**

FOOD/DRINK

- You may bring a drink – **STILL WATER ONLY** – into the examination room but it should be in a **small** clear transparent plastic bottle (max. 75cl) **with the label removed** and have a **sports top**. **NO screw tops**. Metal bottles are not allowed as they may cause noise and disturb others when placed on floor etc.
- No food substances/sweets/chewing gum are permitted in the exam room (Students who have a medical need i.e. diabetes should talk to Mrs Winspear before exams begin).



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EQUIPMENT AND PROHIBITED ITEMS

- Candidates are responsible for bringing all the equipment they need to each exam. This includes calculators, batteries and ink cartridges. Check with staff if unsure.
- Use a **transparent** pencil case/plastic bag. No tins are permitted.
- **Candidates cannot share equipment during an exam.**

You will need to have:

- **BLACK INK** pens (at least 2).
- Pencils (sharpened).
- Sharpener.
- Eraser.
- Ruler.
- Maths equipment – protractor, compass etc. (Check with your teacher what you need).
- Calculator – **IMPORTANT** check batteries are working and have a spare set. **No lids please.**

You must not use correction pens, correction fluid, gel pens or highlighter pens on your answer sheets

- Please do not doodle on the exam paper/answer booklet. Examiners can and do disallow defaced papers.
- For question papers where the use of calculators is allowed you are responsible for making sure your calculator meets the regulations:

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered○ free of lids, cases and covers which have printed instructions or formulas	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet• be borrowed from another candidate during an examination for any reason;• have retrievable information stored in them – this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

- **Please remember to clear anything stored in the memory**
- Where a calculator is permitted for part of an exam, it is normally acceptable to place calculators on the floor under the desk in sight of the invigilator(s) for the non-calculator portion of the exam.



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BANNED ITEMS

- The following potential technological/web enabled sources of information are **not permitted** in the exam room and should ideally be left at home
 - AirPods or similar
 - Watches (all)
 - Mobile phones
 - MP3/4 players or similar device;

Anybody taking the equipment above into an exam room – even if switched off – and not handing it to an invigilator, is likely to be disqualified – Candidates can be disqualified from future exams if the exam boards think the offence is serious enough.

SUMMARY

- Be on time.
- Leave your mobile phone, watch, ipod, mp3/4 player etc outside the exam hall.
- Do not use tippex, corrector pens, gel pens, or highlighter pens on your answer sheet.
(if you have to answer questions in spaces on the combined question paper/answer booklet, do not use highlighter pens on the answer part of the paper.)
- Bring the right equipment.
- Do not bring any food/sweets/chewing gum into the exam hall (unless by prior arrangement with Mrs Winspear/Mrs Strong).
- Bring only **still water** in a sports top bottle.
- Please do not doodle on your exam question paper or candidate name card.

CONDUCT DURING THE EXAM

- Exam Regulations are in force as soon as you enter the room and until you leave the venue.
- You must enter the room and find your seat **in silence and sit facing the front**.
- Attracting the attention of others is classed as malpractice by the exam boards.
- Make sure you hand in any unauthorised equipment.
- Check that the paper you are given is the paper you are expecting. If you are unsure check with the invigilators by putting up your hand.
- Read all the instructions carefully.
- Complete your details on your answer sheet when and as instructed.
- Your name should be in **CAPITAL** letters and be your **full, given name**, as on your Birth Certificate.
- At the end of the exam any extra sheets should be attached to/enclosed in your paper according to the instructions given by the invigilators. **You must check you have completed all the relevant details.**
- When instructed leave the room **in silence** and move away quickly from the area as there may be others in the exam room still doing exams.
- Remember that the invigilators should be treated with respect and their instructions should be followed without fail.